

Instructions

This memorandum must be completed by the selecting official prior to filling any of the following types of position vacancies: Project Manager, Manager, Supervisor or Team Leader

TO:

FROM:

SUBJECT:

I have reviewed the qualifications of the candidates for the following position:

Position Title

Grade

After careful consideration, I have determined that the person whom I have selected to fill this vacancy, whose name appears below, possesses the necessary technical and administrative competencies to successfully perform the duties and responsibilities of the subject position.

Name of Selected Candidate

Announcement Number (If applicable)

In addition, I have evaluated the qualifications of the above named individual and have concluded that he/she possesses the necessary leadership and management skills to function effectively in this assignment as evidenced by the following:

Check all that apply:

- ☐ 1. The above named individual has taken (or is scheduled to take) MSFC diversity training.

Date of training/scheduled training: _____

1a. Briefly explain how the selected individual has demonstrated a commitment to workforce development and diversity. **Give specific examples.** (e.g., work experience as an MSFC mentor or diversity trainer)

☐ 2. The above named individual has demonstrated both the desire and ability to empower employees.

2a. Briefly explain how the selected individual has demonstrated the desire and ability to empower employees. **Give specific examples.**

- ☐ 3. The above named individual has demonstrated both the desire and ability to integrate the Marshall Core Values into his/her work decisions.

3a. Briefly explain how the selected individual has demonstrated the desire and ability to apply the Marshall Core Values in an integrated manner in his/her decision-making process.

Give specific examples.

[illegible]

4. Briefly explain how the selected individual has prepared himself/herself to assume a leadership/management position. (Attach additional sheets if necessary.)

Give specific examples. (e.g., leadership and/or management courses the individual has completed; the individual's experience in leadership and management positions including charitable organizations, professional organizations, and service organizations; books on leadership and/or management topics that the individual has read, etc.)

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5. The above named individual has served in the following rotational assignment(s):

a. List of Rotational Assignments at the Marshall Space Flight Center

| <u>Organization</u> | <u>Nature of Assignment</u> | <u>Date of Assignment</u> |
|---------------------|-----------------------------|---------------------------|
|---------------------|-----------------------------|---------------------------|

b. List of Rotational Assignments Outside the Marshall Space Flight Center

| <u>Organization</u> | <u>Nature of Assignment</u> | <u>Date of Assignment</u> |
|---------------------|-----------------------------|---------------------------|
|---------------------|-----------------------------|---------------------------|

6. Check One:

- ☐ This is a program/project management position.
- ☐ This is **not** a program/project management position.

(Note: If this selection is for a program/project management position vacancy, forward this form letter to DE01.)

Signature of Selecting Official

Date

Signature of Reviewing Official

Date